

New Types of Bibliographic Resources in Electronic Environment

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Abstract

The application of modern information technologies to library practice primarily affects the production of bibliographic products. The ever-increasing amount of information makes the selection, evaluation, presentation and dissemination of available information a vital issue. Currently, adapting to the new information environment, using information and communication technologies significantly changes the methods of preparation and production of bibliographic information, the structure of bibliographic resources. These processes are actively studied by many foreign and local experts. In addition, researchers emphasize that the essence of bibliographic information remains unchanged, but the means of its presentation and implementation of its main functions are improved. New technologies primarily affect the following areas of bibliographic activity: bibliographic resources, bibliographic processes.

Research aim is to investigate the issue of classification of electronic bibliographic products, which constitute an important part of the online information resources of libraries. In the article, a multidimensional classification of bibliographic products available in the electronic environment was carried out and their characteristics were given. The role of electronic bibliographic resources as a multidimensional information search tool is noted. The authors provide various proposed definitions of the concept of "electronic bibliographic resources" and identify its important features as a multi-structured phenomenon. It has been determined that different experts have different approaches regarding the classification of bibliographic products in electronic format. There are disagreements about whether this or that bibliographic resource is a traditional type or an original electronic bibliographic product. In some cases, it remains controversial whether the resource is a service type or a bibliographic product. Additionally, brief information on the method of creating the main types of electronic bibliographic resources was given.

Keywords: electronic bibliographic product, electronic bibliographic tool, bibliographic information, resource, classification, internet

Нові види бібліографічних ресурсів в електронному середовищі

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Анотація

Застосування сучасних інформаційних технологій у бібліотечній практиці в першу чергу впливає на виробництво бібліографічної продукції. Постійно зростаючий обсяг інформації робить відбір, оцінку, представлення та поширення наявної інформації життєво важливою проблемою. Нині адаптація до нового інформаційного середовища, використання інформаційно-комунікаційних технологій суттєво змінюють методи підготовки та виробництва бібліографічної інформації, структуру бібліографічних ресурсів. Ці процеси активно досліджуються багатьма закордонними та вітчизняними фахівцями. Крім того, наголошують дослідники, сутність бібліографічної інформації залишається незмінною, але вдосконалюються засоби її представлення та реалізації основних функцій. Нові технології торкаються в першу чергу таких сфер бібліографічної діяльності: бібліографічні ресурси, бібліографічні процеси.

Мета дослідження – дослідити питання класифікації електронної бібліографічної продукції, яка становить важливу частину інформаційних мережевих ресурсів бібліотек. У статті проведено багатовимірну класифікацію доступної в електронному середовищі бібліографічної продукції та надано її характеристику. Відзначено роль електронних бібліографічних ресурсів як багатовимірного засобу пошуку інформації. Автори надають різні запропоновані визначення поняття «електронні бібліографічні ресурси» та виділяють його важливі ознаки як багатоструктурного явища. Встановлено, що різні фахівці мають різні підходи щодо класифікації бібліографічної продукції в електронному форматі. Існують розбіжності щодо того, чи є той чи інший бібліографічний ресурс традиційним видом чи оригінальним електронним бібліографічним продуктом. У деяких випадках залишається суперечливим питання про те, чи є ресурс послугою чи бібліографічним продуктом. Додатково подано короткі відомості про методику створення основних видів електронних бібліографічних ресурсів.

Ключові слова: електронний бібліографічний продукт, електронний бібліографічний засіб, бібліографічна інформація, ресурс, класифікація, Інтернет

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Introduction.

The transition to the automated technology of bibliographic processing of documents fundamentally changed the traditional model of general bibliography. The practice of placing original bibliographic resources, electronic versions of bibliographic publications, as well as traditional types of bibliographic products without a print analogue or corresponding database on the websites of library and information institutions is widespread. However, this practice has become a mandatory alternative to the production of materials in printed form, which is impossible for many libraries, primarily due to economic reasons. However, such an alternative is not mandatory, but must be consciously accepted. In other words, libraries should prioritize quality over quantity. (Ісмаїлов, Мухамадлі, Худієва, 2022).

At the same time, it seems that parallel presentation of bibliographic information is more promising.

The purpose of the research.

The research purpose is to classify the electronic bibliographic resources, which are considered a unique product of the modern library-bibliography service, and to reveal their unique features.

Research methods.

To achieve the goal posed in this research, a descriptive study was developed using the content analysis technique. This type of work requires classification of the content being studied to ensure that the information to be analysed is recorded in a systematic way. The object of the analysis is limited to electronic bibliographic products.

The study reviewed research articles published in English and Russian, as well as the internet resources. The list of electronic bibliographic tools and their classification grounds shown in Table 1.

Scientific novelty.

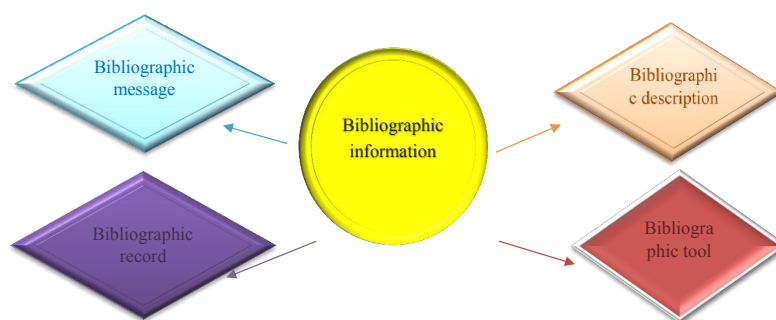
In the article, for the first time in Azerbaijan, the general features of electronic bibliographic products were investigated and their classification was given.

Main part.

The main element of all bibliographic products is bibliographic information. Another word to bibliographic information is metadata (or meta information) is "data that provides information about other data", but not the content of the data itself, such as the text of a message or the image itself.

Metadata means "data about data". Metadata is defined as the data providing information about one or more aspects of the data; it is used to summarize basic information about data that can make tracking and working with specific data easier. While this is the generally accepted definition, various disciplines have adopted their own more specific explanations and uses of the term.

Bibliographic information is structured information that allows to identify, consider and find any publication or document. The specific feature of bibliographic information is that it transmits information about the document, not the document itself. The main forms of consolidation and transfer of bibliographic information are as follows:



1) Bibliographic message (delivery) is bibliographic information (BI) element that contains the most basic information about a document (a part of it or a group of documents) presented in a specified manner. Bibliographic message can be communicated orally and in writing.

2) A bibliographic record is a BI element that records information about a document in a documentary form, allows to identify it, to reveal its composition and content for the purpose of bibliographic search. A bibliographic record usually consists of several elements, each of which has its own purpose (performs its informational functions, i.e. conveys certain information about the document). A bibliographic record is a more detailed form of bibliographic description. Bibliographic record is a complex structural form in which the bibliographic description is supplemented

with elements that reveal the characteristics of data in many aspects, namely: title, indexing terms (classification indexes and subject headings), annotation (abstract, overview), data storage code, etc.

3) A bibliographic description is a set of information about a document given in accordance with the rules defined by the standard and necessary for characterizing the document and carrying out its search. In other words, a bibliographic description is a collection of bibliographic information about a document (information resource), its constituent parts or a group of documents (resources) given according to certain rules and resulting from the analytical and synthetic processing of information.

4) Bibliographic tool is the most complex form of documented bibliography. A bibliographic tool is

a collection of systematic bibliographic records. This "system" is defined in various ways - the generality of the concept, the purpose of the reader, the content of the reflected documents, etc. taken into account. Systematization of records means their structuring, organization and logical placement relative to each other in accordance with their intended purpose and the characteristics of the material reflected in the manual. Bibliographic tools are not random, but specially organized collection of knowledge. At present, many bibliographic tools are being created in the world in traditional and electronic media on various topics and purposes.

The efforts of bibliographers are focused on the formation of bibliographic products, ensuring their accessibility, creating their own electronic publications and providing access to them on the library's website. Bibliographic production is a generic concept, both the result of the processes of its preparation and the documented bibliographic information that serves consumers, that is, users.

The term "bibliographic product" means a bibliographic tool, each of which constitutes an orderly collection of bibliographic entries (documents). The term "bibliographic product" has also been widely used in theory and practice. Until the early 1980s, the word was used to denote a number of bibliographic tools. In the interstate, terminological standard GOST 7.0-99 "Information-library activity, bibliography. Terms and definitions" approved in Russia, in 1999, bibliographic product is defined as a type of information product containing bibliographic information. Again, the same standard states: Bibliographic tool: is an organized collection of bibliographic entries. When replacing the term "bibliographic tool" with the term "bibliographic resource", it is quite difficult to separate the latter concept from the "bibliographic product".

The main information sources created by libraries is bibliographic resources. The term bibliographic tool has long been used as an alternative to the term "bibliographic resource". In the context of the intensive development of information technologies, including the creation and use of electronic forms of bibliographic information, this term is outdated and does not adequately reflect new realities. It is proposed to use the term "bibliographic resource" instead. Although the term "bibliographic resources" (in the plural) does not receive an unambiguous interpretation, it has been used in special literature for a long time. In recent years, in connection with the development of information technologies and networks in the library and information sphere, the word "resource" is used in such forms as "electronic resource", "internet resource", "network resource", "information resource". In particular, the concept of "resource" was used as a bibliographic object in the theory and practice of international and later local cataloging. It replaces or is used in conjunction with the terms "document", "publication". A bibliographic resource in a narrow sense can be defined as traditional

and electronic bibliographic documents (tools) and their mass, as well as bibliographic databases where local and remote access is organized. (Kazimi, Abdullayeva, & Ismayilov, 2020).

A bibliographic resource should be understood as any bibliographic information mass created specifically for distribution and search.

A bibliographic product is traditionally a documented result of bibliographic activity, as well as a collection of bibliographic resources, which is a means of transmitting bibliographic information to its consumers. Galina Diomidova, a Russian bibliographer, interpreted the bibliographic product as both the result of its preparation processes and documented bibliographic information as a service tool for consumers.

Aleksandr Andreevich Grechikhin defines bibliographic products as "bibliographic information reproduced in all possible sign systems and material carriers". To him, bibliographic information does not exist outside of its media in the form of certain signs (works, documents, publications; "in the form of dynamic ways of materialization - movie, radio, television, computer"). A feature of A. A. Grechikhin's concept is such an interpretation of bibliographic information that he understands not only secondary documentary information, but also bibliographic information.

V. Fokeev considers bibliographic products as the result of bibliography, and bibliographic references, advice, notices of documents, oral summaries and conversations as the result of bibliographic service. As a result, according to him, the latter are not part of the bibliographic product.

Issac Grigoryevich Morgenstern, on the contrary, says that bibliographic resources are created as a result of bibliographic service. I. G. Morgenstern proposed to analyze each type of traditional bibliographic resources from the point of view of their possibility to exist in the electronic environment and to emphasize the types of original (uncharacteristic for traditional bibliographic activities) electronic bibliographic resources (bibliographic databases).

On the other hand, if we consider that only documented BI is a bibliographic tool, then undocumented forms of BI provision are excluded from the traditional definition of bibliographic products. It includes oral references, advice (consultations), literature review, bibliographic search in electronic catalog and library databases, information search on the Internet, literature summaries on radio and television. (Khalilova, 2022)

Currently, there is a tendency to consider bibliographic products as one of the types of information products. According to the standard, bibliographic products are information products containing BI. Thus, according to GOST 7.0-99, bibliographic products include both bibliographic products and bibliographic services.

Professor Valentina Brezhneva and Valentina Minkina show the intermediate character of pre-prepared

bibliographic resources in obtaining the final result of bibliographic activity. This is due to the increase in user requirements for service convenience. Libraries have card files, bibliographic databases, thematic lists of references, etc. creates, and then, based on them, forms thematic collections, digests, and analytical reviews for specific consumers of information presented to users in traditional or electronic form.

Bibliographic materials are also an intermediate stage in the preparation of literature exhibitions, specialist days and other mass events for the promotion of literature. In an electronic environment, BI is often an intermediate result of providing users with access to the full text of documents. Therefore, at present, the concept of bibliographic product is interpreted more broadly than "a collection of bibliographic tools", especially those created as a result of the bibliographic process. (Trachuk, & Shvetsova-Vodka, 2009).

The terminological dictionary of "Electronic bibliography" gives the following definition of bibliographic product: "Documented and/or electronic products of the subjects of bibliographic activity as a result and means of bibliographic activity; a collection of traditional and/or electronic BI resources created by them; influencing the individual and social consciousness of the reader in given directions, the final result of bibliographic activity aimed at the formation of the reader's information culture, which is the final result of bibliography".

From this definition, it is not clear why bibliographic products in the electronic environment are separated from "documented bibliographic products", since the former are also recorded on a specific material carrier.

In our opinion, electronic bibliographic products are a set of electronic bibliographic tools, as well as bibliographic services implemented in the electronic environment, as the results and means of bibliographic activity in the electronic environment. Electronic bibliographic tools (EBT), which are the basis of bibliographic activity, deserve special attention.

Electronic bibliographic resources act as a means of providing users with high-quality, systematic information, as well as a means of adaptation, orientation, and navigation in various information resources. (Mokovaya, 2022).

Several stages can be followed in the study of bibliographic resources. Until the beginning of the 1980s, the description of individual types of bibliographic resources and their division into groups according to certain characteristics was mainly carried out. In the 1980s, O. P. Korshunov and Y. A. Chepiche devoted their works to the problems of classification of bibliographic products.

In the mid-1980s, G. N. Shvetsova-Vodka and O. P. Korshunov clarified the multifaceted classification of bibliographic tools and proposed new definitions of classification features and types of bibliographic tools. Published with some modifications in the mid-1990s,

this classification sparked a number of discussions in professional periodicals. In particular, E. K. Bepalova believed that in the era of computerization of bibliographic activity, the issues of classification of bibliographic resources are unimportant, because the user himself solves the problem of choosing the database, documents, knowledge acquisition and information use forms. I. G. Morgenstern disagreed with this statement and noted that the electronic information space is formed not as a homogeneous array of bibliographic records, but as a collection of various bibliographic databases whose value depends on the identification criteria of documents for their selection and compatibility. Therefore, it is useful to confirm methodological decisions regarding the creation of certain types and forms of EBT. Therefore, there is a need for classification of electronic bibliographic products. (Korshunov, Likhovid, & Novozhenova, 2009).

I. G. Morgenstern proposed to analyze each type of traditional bibliographic resources from the point of view of its possibility to exist in the electronic environment and to identify original (uncharacteristic for traditional bibliographic activity) types of EBT (bibliographic databases).

V. A. Fokeev noted that the classification of bibliographic tools has a great scientific, educational, cognitive, definite methodological, organizational and management significance. Indeed, the large number of EBT appearing on library websites or created by libraries on CDs needs to be simplified and coordinated, and an appropriate bibliographic methodology needs to be defined. EBT can be viewed from several perspectives. On the one hand, they are all bibliographic resources, that is, secondary documents that have specific characteristics according to bibliographic methods. On the other hand, EBT are electronic documents, so the general classification of electronic documents can be applied to them.

The classification of EBT was developed by G. N. Shvetsova-Vodka, who called them computer bibliographic resources, because at that time there was no generally accepted term. I. G. Morgenstern partially reflected the characteristics of EBT in his classification. I. Vishnevskaya analyzed the types and forms of information-analytical products of libraries. D. Solovyanenko analyzed online library resources, including bibliographic resources, and V. Boldovski identified and classified online documents. Most researchers use the facet classification method, which allows to characterize a document and determine its type according to any number of features that are important in certain conditions. However, the full classification of EBT reflects the real state of affairs when BI sources created in the electronic environment are largely analogous to printed bibliographic materials. Therefore, in the classification of EBT, it is impossible to refuse to determine their types according to the characteristics inherent in any bibliographic material. Therefore, it is appropriate to expand its classification,

taking into account the features of EBT as an electronic document more fully.

Among EBT, one can distinguish both those that exist only in electronic form and those that have a printed counterpart. On this basis, we identify the original EBT and analog ones. V.A. Fokeev, in particular, calls electronic versions of catalogs analogues, it is difficult to agree with this, because modern electronic catalogs are created precisely as electronic databases or data banks, that is, they are different from card catalogs. If we mean scanned catalogs, then they also differ from card catalogs in terms of search interface, so they are to some extent authentic EBT.

Libraries produce a wide range of information and bibliographic products for different categories of users, paying attention to their wishes and needs, taking into account age characteristics. The topics of the information and bibliographic products of the libraries are determined by the information requests of the users, the priority directions and programs of the libraries. As a result, bibliographic resources are created that differ in their presentation form (traditional and electronic), methodical features and structure, purpose, content, and other qualities specific to the reflected documents and materials.

The use of modern digital technologies allows creating bibliographic tools of a new level of quality - electronic, intended for distribution on the Internet. These are the same traditional recommendatory and scientific-auxiliary bibliographic resources, but with hyperlinks to texts hosted in public electronic libraries, allowing the user immediate access to the full-text source.

Bibliographic resources include electronic and card catalogs, bibliographic publications, bibliographic card files, bibliographic databases, etc. The main types of traditional bibliographic tools are bibliographic index, bibliographic list and bibliographic summary. They can also be divided into two groups: large volume and small volume. Bibliographic indexes, guidebooks, essays and summaries, bibliographic anthologies, and encyclopedias are known as large-volume resources.

Digests, thematic collections, analytical reviews, essays, annotations, introductory texts to sections, and materials combining texts are widely distributed, where the text is of great importance. In some tools, factual information plays no less role than bibliographic information. The actual fragments of the texts are written in a popular style, which ensures their accessibility and prepares the reader for the comprehension of bibliographic material.

Today, the main forms of creating, storing and presenting bibliographic information are cards, printed and electronic forms. At the same time, it is obvious that the card-shaped library catalog and bibliographic index are already "obsolete". Electronic forms almost always refer to bibliographic databases or electronic catalogs. However, it should also be noted that sometimes questions

arise as to whether electronic library catalogs and virtual literature exhibitions are electronic bibliographic products or services. (İsmayilov, & Khalilova, 2021).

Indeed, databases including reference bibliographic databases and electronic library catalogs are considered unconventional, innovative types of bibliographic resources. They use a special structure, rules and technology to create bibliographic records that are fundamentally changed compared to traditional card and print resources. Its main feature is the transition to machine-readable cataloging based on presentation formats of bibliographic record items. Electronic bibliographic resources are completely replacing card-based library catalogs and bibliographic cards, and at the same time, they are gradually being phased out of practice. However, in any case, traditional bibliographic resources retain their value. This is because both of them and others primarily provide the function of searching bibliographic information according to the specific requirements of real users. In both, bibliographic entries are organized in a separate way: each has its own separate form (physical or virtual). In this case, it is possible to correct, change or delete bibliographic entries without violating the integrity of the source. In modern cataloging theory and practice, these types of documents are called integrated documents. In particular, it should be noted that the word "traditional" does not refer to the form of recording bibliographic entries, but to its linear arrangement in a bibliographic source. An important function of bibliographic activity is to inform (warn) society, its separate areas, potential consumer categories and groups in accordance with objective information needs.

Bibliographic activity is actively developing in the electronic environment. Traditional electronic bibliographic products have a number of obvious advantages:

- less information interval for current indexes, lists and catalogs; the possibility of regular updating with the introduction of necessary additions and corrections;
- saving material and financial resources spent on paper and printing processes;
- the absence of restrictions on circulation, the possibility of repeated use by an unlimited number of users;
- the ability to directly link from bibliographic records to the text of an original or analog electronic document or other network resource through hyperlinks;
- copying of traditional electronic bibliographic records.

Limitations arise from the fact that a significant part of potential consumers are not provided with computer equipment or do not have the ability to work with electronic information. However, the prospects of the traditional bibliographic product are related to their functioning in the electronic environment.

EBTs can be divided into three components "according to the method of entry":

- by access technology (network and non-network),
- according to access from a specific computer (local and remote),
- by access mode (open access, limited access, private access).

Network EBTs are provided to users via telecommunication networks (Internet and Intranet), non-networked ones are not intended for such purpose. Local EBTs are physically located at the access point, while remote EBTs are located outside the access point. Network EBTs can be local or remote. (Nadir, & Sevda, 2022).

Open access EBT can be used by anyone without restrictions. Restrictions on access to EBT, for example, are related to setting passwords when accessing the electronic catalog posted on the library's website - only registered readers of the library can be its users. Private access EBTs are, for example, bibliographic lists (or references) sent to the user's e-mail address as a result of bibliographic services. (Özel, & Çakmak, 2011).

According to the information reception channel, EBT can be divided into visual, audio, audiovisual. According to the dynamics/statics ratio of BI, I.G. Morgenstern proposed dividing electronic bibliographic resources into variable and stable (completed) ones. The first type includes bibliographic databases and information banks that can be added, edited and improved; to the second - traditional handwritten, printed and computerized bibliographic materials recorded or scanned on CD-ROM.

According to the degree of completeness, E.Y. Elisina distinguishes between complete and integrated (can be added, changed) electronic documents. This division can be applied to EBT. A characteristic feature of integrated EBTs is their periodic updating by adding, removing and changing information. Integrated EBTs are electronic catalogs, analytical databases/data banks. Information about the possibility of changes in EBT should be indicated in the annotation of the resource.

According to the content structure, it is proposed to divide EBT into linear and hypertext (with non-linear connection of content elements), characterized by a sequential linear relationship of content elements.

The analysis of existing EBTs is most often conducted by researchers based on the characteristics of their specific genres. E. K. Bespalova noted that some genres of bibliographic tools (reading plans, bookmark sheets, other "small forms" of bibliographic information booklets) should not be included in the new classification.

Our research has shown that genres such as digests, virtual exhibitions, and consultation services are available on the website of major libraries of our republic, especially the National Library of Azerbaijan. In our opinion, these types should be included in the classification facet "according to the genre (internal form) of EBT". Since the concept of an electronic file of articles is controversial, it is considered appropriate to call the

corresponding EBT "analytical data bank". This is the general designation of bibliographic data banks, which contain simultaneous analytical descriptions of articles from serial publications, dictionaries of keywords, dictionaries of subject headings, thesauri, classification systems, databases of authoritative files (Gendina, Kolkova, & Ryabtseva, 2021).

In an electronic environment, through electronic technology, libraries are overcoming the crisis of not being able to reproduce bibliographic resources due to lack of financial resources. New forms of presenting BI to consumers are emerging and old ones are being replaced. The classification of electronic bibliographic products will allow to simplify the diversity of the electronic embodiment of BI for its efficient use, orientation and document flow and successful management of arrays.

The volume of electronic bibliographic products is constantly increasing. At the same time, it is very important that specialists create not only electronic analogues of traditional printed and card-based bibliographic resources, but also bibliographic resources whose existence is possible only in the electronic environment. These sources have advantages such as the possibility of constant updating and optimization of sources, remote access, rich search spectrum, minimal bibliographic interval, etc. The quality of electronic bibliographic resources can be evaluated primarily according to the criteria used to evaluate the level of traditional bibliographic resources such as printed publications, library catalogs and bibliographic files. Among these criteria: completeness and reflected types of documents in the specified chronological framework, composition of bibliographic records, search capabilities, etc. can be noted. Access to these resources is characterized by paid or free use of electronic bibliographic resources, registration requirements, copying capabilities, closedness due to technological reasons and other factors.

The most important bibliographic resources are held by large universal libraries and information and bibliographic institutions. With the emergence of electronic documents and new technologies, hybrid bibliographic resources are formed, that is, they include traditional and electronic catalogs, bibliographic resources in traditional form, primarily on CDs, on electronic carriers, local and remote access databases. At the same time, the share of electronic components is constantly increasing. The process of replacing individual elements of the traditional Reference Bibliographic Aid (RBA) with electronic elements is developing. In addition to the bibliographic component, the library's information resources are filled with factual, full-text databases of local and remote access, various Internet resources.

The main processes of bibliographic activity – bibliographic process and bibliographic services – undergo drastic changes in the digital environment.

After mastering the simplest technique for creating electronic documents, one can think about moving to more

complex programs and operations, creating seriously complex documents that complement bibliographic descriptions not only with the full texts of the documents presented in them, but also with audio and video data, and even computer animation created in the library. And here it is worth thinking about organizational issues, costs and benefits from the implementation of EBT.

In principle, the content of the EBT can be anything, as with traditional bibliographic resources, the main thing is relevance and demand.

For the successful promotion of EBT, it is necessary to accurately monitor certain stages of the implementation of innovative projects. The obtained information product can be reproduced, distributed in any electronic medium, including presentation on the Internet. The volume and size of EBT created using the proposed technology will be relatively small, so it can be placed on free pages on the Internet. At the same time, copyright and intellectual property should not be forgotten. If the bibliographic material is accompanied by the full texts of the documents, the issue of copyright should be regulated with the help of relevant contracts and agreements. This will allow EBT to freely use the full texts of documents, distribute it in local media and publish it on the Internet without any restrictions.

Creating an electronic bibliographic resource is a laborious but very interesting task. An electronic bibliographic tool (EBT), like any other publication that the library itself may create, should have the following characteristics (Pankova, & Berkutova, 2021).

- should be of interest to most categories of users, including potential users;
- the library must reveal its collection, that is, it must work for its image;
- should be fairly simple to create and use;
- should take its place in the market of information products.

The effectiveness and relevance of the electronic bibliographic resource is necessarily accompanied by its accessibility (physical, economic, content, that is, the level of mastering of the material). By automating routine processes, electronic resources are created faster, and circulation and distribution of electronic files is possible both offline (for example, by e-mail) and online (including posting on the library's website). An electronic bibliographic resource created using the simplest standard tools does not require a high level of specialist training, unique technical and software, and therefore is accessible to a person with minimal computer skills. (Nadir, & Vazufa, 2022).

Currently, libraries create the main types of electronic bibliographic resources using the standard MS Office program - Word word processor. MS Word is one of the most used programs in the world. The fact that Word comes to mind when people think of office programs shows how popular it is. This program, which allows formatting and writing, was developed under the umbrella of Microsoft.

Of course, this is the easiest way to create an EBT. Since Microsoft Word is a word processing program, it allows you to type on a computer. In this way, quality documents are created. This program includes document format tools. Thanks to these tools, many operations such as font size, text size, page layout can be done in any way. Thus, the Word document created in the system becomes more efficient, more organized and of better quality.

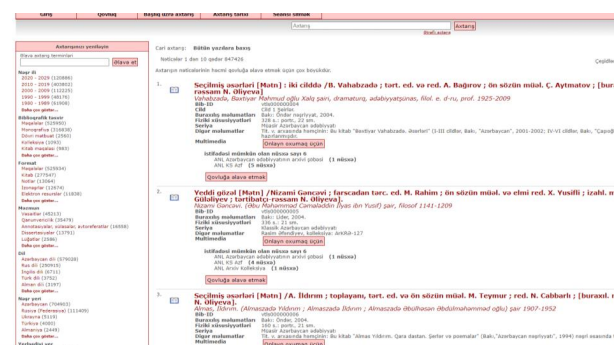
The choice of this software product is explained by two factors:

- Most users have knowledge of a word processor, so they can create and read an electronic document;
- Some features (such as auxiliary indicators) are available only with Microsoft software. (Панкова, Беркутова, 2021).

Conclusions.

It appears clear that, bibliographic tools are distributed less and less in printed form. The share of electronic products has doubled compared to the previous period. Libraries, depending on their status and financial capabilities, create bibliographic tools in both print and electronic form (in the network Internet format and on removable media - CDs). But now there is a tendency to stop issuing bibliographic editions on CDs. For example, the Russian State Library has stopped creating bibliographic resources on this type of media since 2014. The specific weight of printed bibliographic products has decreased by half compared to the previous period. In the previous period, three libraries - Azerbaijan, Moldova and Ukraine - most actively provided the Internet community with original examples of printed bibliographic resources. The national libraries of Russia and Ukraine create all kinds of bibliographic resources in electronic format. The National Libraries of Azerbaijan, Belarus, Moldova and Kazakhstan create general and special bibliographic resources in electronic form. (Levin, & Zhukova, 2021).

Electronic catalogs, which include hundreds and thousands of bibliographic records, are an important means of opening up the contents of libraries' collection in the electronic environment (for example, the electronic catalog of the National Library of Azerbaijan has more than 847,426 entries. This number changes almost every moment). Currently, 18% of the total fund of the National Library of Azerbaijan is the share of bibliographic records in its electronic catalog. (Ismailov, 2003).



Access to the network in electronic format is preferred. Examples of creating full-text databases based on previously published bibliographic resources are emerging, and virtual book exhibitions are becoming increasingly popular. Libraries try to respond to modern challenges and take an active position on the Internet. (Ismayilov, & Xalafova, 2022).

It is noteworthy that, according to the latest United Nations estimates, on November 15, 2022, the number of the world's population reached 8 billion. (Currently this number is 8,065,947,735). It is projected to reach 9 billion in 2037 and 10 billion in 2058. Currently, the number of Internet users is approximately 5,899,500,413 people. In 2023, the share of Internet users will be 73.14% of the total population of the planet. In the first half of 2023, the number of virtual users of the National Library of Azerbaijan was 3,243,746 people. (Vazufa, 2022).

It is important to recognize that today's consumers are increasingly demanding. In recent years, a number of libraries have been using multiple channels to provide the highest possible level of service to users, and this strategy has been very successful. However, due to the rapid development of technology and the widespread adoption of social networks as a normal part of people's daily lives, a completely new direction of user-oriented services has emerged. The acceleration of Internet use has made online library-bibliography services one of the fastest growing areas of online services today. (Ismayilov, & Khalilova 2021).

This research revealed that online bibliographic information tools significantly contributes to the library success even when physical services are not met. The study data analysis also presented that electronic bibliographic tools and services contribute to the evolution of user satisfaction.

The table 1. below shows the classification of electronic bibliographic tools.

Table 1.

Classification table of Electronic Bibliographic Tools

Facet number	Classification symbol	Types of EBT
1	For its public purpose	Library-catalog State (national) Scientific-auxiliary Professional production Recommendation Publishing and book sales: • publishing • book sales
2a	According to the types of documents	Resources containing descriptions of documents: textual non-textual - • music sheet • visual • cartographic, audiovisual - • audio • screen • audio screen, other types of documents müxtəlif növ sənədlər
2b	According to the types of documents	Resources that contain descriptions: publications, works published in publications publications and works published in publications, deposited documents, unpublished papers various types of documents
2c	According to the types of documents	Resources that contain descriptions: handwritten documents, printed documents, documents with technical code - • electronic documents • microfilm • sound recordings • video recordings • motion pictures various types of documents
3	According to the type of literature	Resources that contain descriptions: legal sources, political sources, scientific research literature, scientific-mass literature, reference literature, production literature, journalistic literature, memoir literature, etc. different types of literature
4	According to the content of documents	Universal Multidisciplinary: • complex-thematic (problem-oriented), • bio-bibliography, • personal, Sectoral: • general, • restricted, • thematic (problem-oriented), • bio-bibliography, • personal
5	According to the content-territorial relations of the documents	Local lore Country studies Not related to the territorial feature in terms of content
6	According to the publication place of documents	International Local
7	According to the language of documents	Monolingual Multilingual
8	According to the publication date of documents	Current Retrospective Prospective
9	According to the information reduction in documents	Resources containing descriptions of documents: • primary, • secondary (bibliographic resources), • primary and secondary
10	Due to its connection with a certain document collection	Reflecting the composition of a certain collection Regardless of the availability of documents in collection
11	According to the type of bibliographic selection	Note Selection
12	According to the method of bibliographic characterization	Current awareness Subjected Systematized Annotated Abstract Digest Critical (review) Overview With a comprehensive bibliographic description

Source: (Trachuk, & Shvetsova-Vodka, 2009).

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